



**COUNTY of McHENRY**  
Director of Purchasing, Adam M Letendre  
2200 North Seminary Avenue  
Woodstock, IL 60098-2637



July 7, 2020

### **ADDENDUM 1**

#### **RFP 20-32 Online Legal Services and Patron Access** Due July 16, 2020 no later than 9:00 a.m. (CST)

##### **Additions & Clarifications to RFP**

**Question 1:**      **RFP Notification – Intent to Submit (page 1) and Request for Proposal, General Requirement (page 1). The RFP Notification—Intent to Submit indicates that “Electronic submissions are acceptable”. However, the solicitation document provides submission instructions for shipping sealed proposals. Can the County please confirm that proposals can be emailed according to the instructions provided in the RFP Notification—Intent to Submit?**

**Response:**      The County accepts (and prefers) emailed proposals.

**Question 2:**      **Request for Proposal, Evaluation (page 8). To assist the County in the evaluation of proposals, we would recommend the County allow offerors to provide a demonstration. Demonstrations will allow offerors the opportunity to present the products/services they are offering in response to the solicitation, and would also give members of the evaluation committee an opportunity to ask questions about the offeror’s proposal. Will the agency allow offerors the opportunity to provide a demonstration of their proposed solution?**

**Response:**      If costs are relatively similar, demonstrations may be used as a means to further evaluate the products. Another aspect for consideration is past customer services experiences with vendors of online legal services.

**Question 3:**      **Request for Proposal, Submittal (page 9). The solicitation states that “multiple proposals will not be accepted.”**

- a) May offerors offer alternative price options that may be more effective in meeting the needs of County end users, and/or may result in overall cost savings to the County, provided that the alternative price option(s) are contained in a single Proposal response?**
- b) May offerors offer optional, separately-priced add-ons for additional content, features, and services that may be of interest to County end users, but were not listed as required content under the Specifications section of the RFP?**

**Response:**      a) Yes  
b) No

All Other Terms and Conditions of the RFP Remain the Same

- Question 4:** Request for Proposal, Specifications (page 10). The solicitation states that offerors should provide “Online Legal Services and Patron Access to the McHenry County Law Library and the Office of Court Administration”.
- Is the online pricing based on the combined offer for the Court and Law Library, or should pricing be provided separately for the Court and the Law Library?
- Is it the County’s intent to make a single award to a single provider? Or could the Court be awarded to one offeror and the Law Library awarded to another offeror?
- Response: The pricing for the Court and the Law Library must be provided in a manner that delineates the cost for each entity. The total cost for the Court, and the total cost for the Law Library. However, the Court would rather have one provider for both the Court and Law Library.
- Question 5:** Request for Proposal, Specifications (page 10). The solicitation states that offerors should provide access to online searchable databases for “approximately seventy (70) attorneys and fifteen (15) other County officials”. Are any of the “15 other County officials” attorneys? If so, how many? (Attorney count is required to help ensure accurate pricing for the County.)
- Response: There would be one attorney included in the 15 other county officials.
- Question 6:** Request for Proposal, Specifications (page 10). To ensure that offerors have a clear understanding of the scope of the County’s research needs, can the County please provide the following information:
- Who is the current provider of online legal research services to the County?
- Response: Lexis Nexus
- What is the total annual value of the current contract?
- Response: Please see the response to the Freedom of Information filed by Thomson Reuters
- Does the current content set match what is requested in the solicitation? If there are differences, what are they?
- Response: Yes
- Does the current number of users match what is requested in the solicitation? If there are differences, what are they?
- Response: Yes
- Question 7:** Request for Proposal, Specifications (page 10-12). We noticed that the County did not include requirements for jail inmates accessing legal materials. Would the County entertain a quote for an online correctional product line?
- Response: No
- Question 8:** Request for Proposal, Specifications (page 11). In the section marked, “Books for the McHenry County Law Library”, it appears that the quantities for each publication are missing. Can the County provide an itemized list with all quantities

**of titles represented, similar to the list included for the “Books for the Judges of the 22<sup>nd</sup> Judicial Circuit of McHenry County”?**

Response: All of the titles are single purchases in the Law Library. However an error was found in the Books for the McHenry County Law Library section, as too many titles were listed. Below is the current list of print materials purchased by the Law Library.

West’s IL Probate Act and Related Issues  
West’s IL Family Laws and Court Rules  
IL Practice V12-13 Family Law Full Set  
West’s IL Criminal Law and Procedure  
IL Practice Series V25 DUI Law and Practice Guidebook  
IL Vehicle Code

Response: Above purchased from Thomson Reuters annually.

Response: The Illinois Statute Series and Jurisprudence Series are purchased from Lexis Nexis along with the IICLE publications.

**Question 9: Request for Proposal, Specifications (page 11). With regard to printed legal research materials, can the County please provide the following information:**

**Do your current print resources match what is requested in the solicitation? If there are differences, what are they?**

Response: Please see response to Question 8

**Who is the current provider of printed legal research materials to the County?**

Response: Thomson Reuters

**Can the County please clarify all of the offices interested in print? For any additional offices, can the County provide information regarding the requested titles and number of subscriptions?**

Response: This RFP is for the Court and Law Library. The Court does not provide printed materials to other offices and therefore this RFP does not include printed materials for offices other than the Court and Law Library. The office of the State’s Attorney and Public Defender would need to be contacted directly for further information.

**Question 10: Request for Proposal, Specifications (page 11). Section M states that “Billing to Court Administration shall be done when publications are received by the customer rather than by monthly installments”.**

**Would the County entertain a fixed monthly rate for printed materials, if it provided further savings?**

Response: No.

**Will all future billing be invoiced to one location?**

Response: Yes.

**Who will be the contact for each location(s)?**

Response: Dan Wallis – Trial Court Administrator